



**DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103**

IN REPLY REFER TO:
6000
MRO

From: Commandant of the Marine Corps

Subj: DON SUICIDE INCIDENT REPORT (DONSIR)

Encl: (1) DONSIR Form (SECNAV 5350/1 Rev. 12-02)

1. Purpose. The DONSIR is designed to standardize the review and reporting process on suicides among active duty Navy and Marine Corps personnel. The information will be used to identify risk factors to assist commanders in targeting and improving local suicide prevention efforts. This instruction outlines steps for commands to use in completing the DONSIR and for reporting results to HQMC. Effective completion of the DONSIR requires a collaborative effort by line, medical, and other staff.

2. Intent. The DONSIR is a tool to improve institutional knowledge about suicides within the Marine Corps and Navy. The intent is to aggregate DONSIR data and periodically publish "Lessons Learned" for the Marine Corps and the Navy. The data collection process for the DONSIR is a means to improve risk management, not an investigative procedure to determine negligence or accountability in cases of suicide or suspected suicide.

3. Action. Within 3 working days of transmitting the initial Personnel Casualty Report (PCR), the command shall appoint a Marine officer and supporting team to collect, examine, and record information of the DONSIR. **Major Command policy will determine the command level at which the DONSIR will be completed.**

a. Supporting team input should be sought from the CO/XO, medical officer, mental health provider, chaplain, CACO, PMO, and Personnel Services. Input should also be sought from the decedent's supervisor and co-workers. Coordination of input to complete the DONSIR will be determined by the command.

b. Within 20 working days of the initial PCR, the command shall forward a copy of the completed DONSIR with supporting documentation to HQMC for data entry and analysis. Additional information can be forwarded as it becomes available (e.g., toxicology reports). The time limit is given to focus the command's efforts on information that is immediately available, thereby to not burden the command with an open-ended and exhaustive data collection process.

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4. Focus. The DONSIR focuses on data related to the decedent's military and professional life and is limited in scope with respect to the decedent's personal or private life. Completion of the DONSIR does not require input from non-military sources (e.g., family members and civilian friends). While information from non-military sources may be valuable in understanding the context of a servicemember's suicide, the primary interest of the Marine Corps is on determining modifiable service-related risk factors that can be used in the early identification and referral of at-risk personnel. To avoid duplication of efforts, the DONSIR team should work in conjunction with established investigating bodies (e.g., JAG, Naval Criminal Investigative Service, or civilian authorities). Data derived from formal investigations may be used to complete various sections of the DONSIR.

5. Format. Two primary means of collecting data for the DONSIR are record reviews and interviews.

a. The following records should be used in completing the DONSIR:

- Military Service Record (including any records of counseling)
- Medical Record
- Secondary Records (e.g., Mental Health, FAP, Security Reports)
- Medical Appointments List (e.g., Composite Health Care System medical appointments for past 12 months)
- Financial Records (e.g., letters of indebtedness)
- Investigative Reports
- Autopsy Reports (it is recognized that ballistic and toxicology reports will likely not be available when the DONSIR team initially convenes; copies of these reports should be forwarded when they become available)
- Suicide Note(s)

b. A form to record interviews with military personnel regarding the decedent (e.g., the decedent's supervisor, coworkers, and peers) is included toward the back of the DONSIR. These interviews should be conducted with sensitivity and due consideration for the personnel involved. The purpose of these interviews is to provide firsthand accounts about the decedent and his/her behavior, not to determine accountability or culpability for the servicemember's death.

6. Description.

a. Pages 1-2 of the DONSIR document basic identifying information on the decedent. Administrative information about the officer in charge of completing the DONSIR should be noted in the "POC" (point of contact) section at the top of page 1.

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b. Pages 2-7 yield trend and risk factor data. These pages have subsections related to: Military Service Information, Situational Factors, Use of Services, and Medical Information.

c. The Feedback Section on page 10 gives the command the opportunity to raise issues or concerns about the data collection process.

d. Page 8 is an interview form that the DONSIR POC can use to collect information from military personnel familiar with the case. This page can be copied locally and used as needed. Upon completion of the DONSIR form, the command should provide a short written summary of the case via the Narrative Summary (page 9). Special attention should be given to items 2-4 on this page. These items will be scrubbed of identifying data and will be used in compiling "Lessons Learned" for the Marine Corps and the Navy. The information will be presented in a format similar to messages published by the Safety Center following aviation mishaps.

7. Support. Questions about the DONSIR can be directed to: (Marine Corps) HQMC (MRO) DSN 278-9435; Comm 703-432-9435; or (Navy) NPC (Pers 6) DSN 882-4256; Comm 901-874-4256.

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